



Student Exchange Handbook 2019

Information for St Mary's exchange students
and their families

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List of St Mary's School Contacts

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Email: jtudball@stmarys.wa.edu.au

Mrs Cheryl Haak - Deputy Principal and Dean of Curriculum

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Ms Erica Herron - Dean of Students

Available 8.30am to 5.00pm, Monday to Friday

Phone: 9341 9103 (from overseas +61 8 9341 9103)

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Mrs Sheevaun Darby – Dean of Administration

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Mr Ian Thompson - Head of Year 10

Available 8.30am to 3.35pm, Monday to Friday, and any time via email

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Mrs Linda Gracias – School Exchange Administrator

Available 8.30am to 4.30pm, Tuesday to Thursday, and any time via email

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Email: lgracias@stmarys.wa.edu.au

Mrs Christine Antoine – Personal Assistant to the Principal

Available 8.30am to 5.00pm, Monday to Friday

Phone: 9341 9101 (from overseas +61 8 9341 9101)

Email: cantoine@stmarys.wa.edu.au

All general enquiries regarding the exchange programme should be made in the first instance to Mrs Gracias.

Anne Symington Boarding House:

Mrs Tina Campbell - Head of Boarding

Available 8.00am to 8.00pm, Monday to Friday, and in an emergency

Phone: 0407 476 343 or 9341 9201 (from overseas +61 407 476 343 or +61 8 9341 9201)

Email: boarding@stmarys.wa.edu.au

Mrs Kathryn McLean - Boarding Administrator

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St Mary's Exchange Programme

St Mary's Year 10 Exchange Programme has been running successfully for 18 years. During Semester 2, Year 9 students are invited to apply for exchange for the following year.

Vision and Aims

The St Mary's Exchange Programme provides each student selected for exchange with a unique opportunity to experience living and learning in another country and, in return, to host a visiting exchange student from her partner school. The programme aims to enhance the St Mary's student's education, independence and life skills whilst living in a safe and secure setting within a host school boarding or family environment. It offers her the chance to learn more about herself and to develop new strengths and independence; to learn about others, their lives and cultures; and to expand her perspective on life beyond Western Australia. Exchange students will often form long-lasting relationships with people from around the world and develop a lifelong appreciation of, interest in and understanding of the value of diversity. The exchange experience will allow St Mary's students to recognise themselves as part of a global community.

The exchange programme at St Mary's aims to:

- promote respect, understanding and appreciation of other cultures, peoples and values;
- promote a positive impression of St Mary's and Western Australia;
- develop in students the skills to become citizens of the world;
- foster in students an inquiring mind by exposing them to different educational experiences;
- provide an opportunity to challenge one's usual way of thinking;
- encourage the development of long-lasting relationships with people from other countries;
- develop independence by spending time in a foreign environment learning how to adapt to new situations and different cultures; and
- provide an opportunity to host an exchange student and to be responsible for her well-being as she becomes accustomed to life at St Mary's. At the same time students will explore their own environment, deepening their understanding and appreciation of Western Australian life and culture.



Exchange Student Selection Process

The selection process begins during Term 3, with St Mary's Year 9 students listening to past exchange students talk about their exchange experiences at a year group meeting. Girls interested in applying for a place on the exchange programme are then invited to submit a formal written application. The number of students going on exchange each year is dependent upon the availability of places offered by our exchange partner schools. There is an exchange page in SEQTA where you can find an electronic copy of the Exchange Handbook and application form, along with more information and photos from previous exchanges.

The application form lists St Mary's partner schools and the approximate time of year each exchange takes place. The dates provided are a guide only, as the exact dates can vary from year to year. Students, and their parents, are advised to review the exchange and hosting dates and also look at the websites of the schools they are interested. The girls should then rank their preferred options on their application form. Whilst these rankings are taken into consideration, we endeavour to find the best fit for each student, mindful of their academic needs and interests.

All applicants will be invited to attend an interview. Interviews will be approximately 8-10 minutes long and will be with The Principal, Dean of Students, Heads of Years 9 and 10, and the Head of Boarding. The selection panel will ask the girls questions to find out their reasons for applying for exchange, and how they see the experience might benefit them; and to ascertain how they would manage being away from home and keeping up with some of their St Mary's school work. To prepare for their interviews, girls should consider how they might answer the questions below.

Suggested interview questions

- What do you hope to gain from the exchange experience?
- What personal qualities do you feel make you a suitable representative for this programme?
- What would you tell your host about St Mary's Anglican Girls' School?
- Are there any aspects of the exchange programme that make you nervous? What are they?
- What does being 'independent' mean to you?
- If you were staying with a host family, what would be some of the things that you could do to ensure that you created a favourable impression?
- How would you cope with homesickness whilst away from family and friends?
- Tell us something about you or something that you have done, that makes you feel really proud.
- How would you manage the academic demands of St Mary's whilst being away on exchange?
- If you were hosting an exchange student from another school, what do you think you would need to keep in mind to ensure that she had an enjoyable experience?

The selection criteria include

- contribution to school life
- effort and application in class
- presentation during the interview
- suitability as a school representative
- perceived benefit for the individual student from the exchange experience
- citizenship qualities and attributes
- willingness and ability to host an exchange student
- ability to cope with the exchange experience both academically and socially

During the interview, girls should let the selection panel know if there are any times during the year when they would not be available to go on exchange or to host their exchange partner. Note that some exchange students come to St Mary's during school holiday periods and where this is the case, host families should include the exchange student in their holiday plans.

Teaching staff are asked to comment on the suitability of each applicant, both academically and as an ambassador of the school. The student's Year 9 report is also considered. Some schools require the exchange students to be strong academically, ie Westover School and Wycombe Abbey School.



Immediately following the interviews, placements are decided, and the successful students are matched to their exchange schools. The Principal will meet with all exchange applicants to announce the successful students and let them know which school they will be exchanging to.

As the field of applicants is always strong, unfortunately, some girls will be disappointed. These girls might like to consider opportunities for exchange through other reputable organisations, such as a Rotary exchange, or applying (through the Head of Year 12) for a Year 13 placement with Westover School, following their completion of Year 12.

Students who are away on exchange during term time, will not be eligible for Speech Night academic prizes at the end of Year 10.

NOTE: Occasionally, after the selection process has been completed, a partner school may advise that they do not have sufficient applications to send students to St Mary's that year. Should this occur, our student/s usually go out on exchange and are hosted by the school in their boarding house, or by a selected host family. This has worked successfully in the past, with the school ensuring our girls have a great exchange and go out sightseeing.

However, on the rare occasion the school is unable to host our student/s, every effort will be made to provide them with an alternative exchange destination.

St Mary's Exchange Partners

<i>Country</i>	<i>School</i>	<i>Places available</i>	<i>Exchange and Hosting dates</i>
Canada	Havergal School www.havergal.on.ca	4	Exchange in Jan/Feb: 12 January to 10 February 2019 Host in Term 1: 23 February to 24 March 2019
Hong Kong	Diocesan Girls' School www.dgs.edu.hk	2	Exchange in Term 1: 9 March to 6 April 2019 Host in Term 3: 13 July to 10 August 2019
New Zealand	Samuel Marsden Collegiate School www.marsden.school.nz	2	Exchange in Term 4: 5 October to 2 November 2019 Host in Term 1: 9 March to 8 April 2019
	St Margaret's College www.stmargarets.school.nz	3	Exchange in Term 4: 5 October to 9 November 2019 Host in Term 2: 20 April to 25 May 2019
Singapore	St Margaret's Secondary School www.stmargaretssec.moe.edu.sg	1	Exchange in July school holidays: 6 July to 20 July 2019 Host in Term 4: 23 November to 7 December 2019
South Africa	Bridge House School www.bridgehouse.org.za	-	No exchange in 2019
	Collegiate Girls' High School www.collegiatehigh.co.za	3	Exchange in Term 3: 3 July to 12 August 2019 Host in Term 1: 28 February to 10 April 2019
	Stanford Lake College www.stanfordlakecollege.co.za	1	Exchange in Term 3: 6 July to 17 August 2019 Hosting dates to be confirmed
	Uplands College www.uplandscollege.org	2	Exchange in Term 3: 29 June to 10 August 2019 Host in Term 2: 13 April to 25 May 2019
United Kingdom	Badminton School www.badmintonschool.co.uk	2	Exchange in Term 2: 24 April to 24 May 2019 Host in Term 3: 14 July to 18 August 2019
	Bruton School for Girls www.brutonschool.co.uk	3	Exchange in Term 2: 3 March to 6 April 2019 Host in Term 3: 13 July to 17 August 2019
	Wycombe Abbey School www.wycombeabbey.com	2	Exchange in Term 2: 9 June to 30 June 2019 Host in Term 1: 24 March to 14 April 2019
United States of America	French American International School www.frenchamericansf.org	1	Exchange in Term 1: 17 March to 24 April 2019 Host in Term 1: 6 February to 16 March 2019
	Laurel School www.laurelschool.org	2	Exchange in Term 4: 28 September to 2 November 2019 Host in Term 2: 1 June to 9 July 2019
	Saint Mary's School www.sms.edu	2	Exchange in Term 3: 24 August to 27 September 2019 Host in Term 3: 13 July to 16 August 2019
	Scarsdale High School www.scarsdaleschools.K12.ny.us	-	No exchange in 2019
	Westover School www.westoverschool.org	2	Exchange in Term 4: 25 August to 6 October 2019 Host in Term 3: 13 July to 24 August 2019

Exchange Dates

The timing and duration of each exchange is listed in the table on the previous page. Dates are discussed annually between the schools, to best fit their school calendars. However, there is some flexibility around these dates to enable exchange students and host families to book flights and arrange airport pick-ups. Host families may also invite exchange students to arrive a few days earlier or stay a little longer to enjoy their hospitality and see more of the places they are visiting. The intended travel dates must be agreed by both schools prior to travel bookings being made, and where there is more than one student travelling to a school, it is expected that the girls travel together. Please note that some exchanges and hosting will take place during the school holiday.

Hosting (boarding or home-stay)

On exchange: The St Mary's student will be advised by Mrs Gracias, in due course, whether she will board or be home-stay during her exchange. This will usually depend on whether her exchange partner is a boarder or day girl. Students exchanging to Badminton School, Westover School or Wycombe Abbey School will normally board.

Hosting: Each St Mary's exchange student, and her family, will usually host a student from her exchange school. Where the St Mary's exchange student is a boarder, her exchange partner will be accommodated in Anne Symington House during the school week and, where possible, will spend most weekends with her host family. On weekends where her host family is not available, she may remain in the boarding house and take part in some of the recreational activities available. Where the St Mary's exchange student is a day girl, her exchange partner will live with her and her family. However, girls arriving on exchange from Badminton School and Wycombe Abbey School usually boarding at St Mary's on weekdays, and spend weekends with their host families.

Some hosting may occur during the school holidays and families should aim to include their exchange student in their holiday plans. Host families should provide opportunities for exchange students to experience the Australian lifestyle and see something of the city and surrounding areas. It is also the St Mary's family's role to greet and farewell their exchange student at the airport.

Whilst every effort is made in negotiation with our partner schools to exchange the same number of students each way, on some occasions this might not be possible, for various reasons. In such cases, two St Mary's girls might co-host a visiting exchange student.



Information Evening for Exchange Families

Students selected to go on exchange, and their parents, will be invited to attend an information session at school, which is usually held in the second week of Term 1 (when the girls are in Year 10). At the information session, the Principal will speak about the exchange programme and the school's expectations of the students and host families. The Year 11 students and their families involved in the previous year's exchange programme will also be invited to attend. They will have lots of practical advice and tips to pass on and can answer many of the questions that exchange families may have. It is essential that the student and at least one parent attend this information session. For students going to Havergal College during the summer holidays, a separate get-together will be organised in Term 4 of Year 9.

Forms to be Completed

These forms will be given to exchange families following the offer of an exchange place:

- Acceptance of the Exchange Placement
- Host Family Agreement Form
- Student Information Form

At the Information Session, parents will receive a Working With Children Check form.

- **A Working With Children Check** is required to be completed by host parents, plus any members of their household over the age of 18, who will be actively involved with the exchange. Note that host families are categorised as 'volunteers' and the cost per person is currently \$11.00. WWC forms must be submitted to a participating post office prior to hosting an exchange student, and a copy of the post office receipt provided to Mrs Gracias. Parents who already have a Working With Children Card, must provide a photocopy of their card to Mrs Gracias prior to hosting. For further information on Working With Children Checks go to: www.workingwithchildren.wa.gov.au

Forms Required by the Exchange School

Your exchange school will email forms to you to be completed and returned prior to the commencement of your exchange. Please ensure that all forms are completed and returned in plenty of time. You should take the original forms with you and give them to the exchange co-ordinator on your arrival. Please copy Mrs Gracias into your emails when sending forms directly to the school so she knows this has been completed.

Sharing of information with our exchange schools and hosts

Parents please note that Mrs Gracias will correspond regularly with your daughter's exchange school and host family to organise her exchange. This includes the sharing of information provided by you and your daughter on her *Student Information Form*. Should you have any concerns about the sharing of such information or have additional information to add, please contact Mrs Gracias. To read St Mary's Privacy Policy, go to: <https://www.stmarys.wa.edu.au/policies>

Cost of Exchange

While there are no school fees to be paid to the exchange school, St Mary's school fees continue to be paid by parents whilst their daughters are on exchange. Parents of boarding students will be required to pay only the day tuition fees for the duration of their daughter's exchange. Additional costs for exchange students and their families include:

- travel expenses to and from the exchange school
- travel and medical insurance cover
- costs of any school camps, excursions, music lessons, etc, at the exchange school
- spending money and souvenirs
- hosting an exchange student as a home-stay or, if boarding, at weekends and holidays

Exchange schools will advise whether there is a need to make any pre-payments to them to cover some discretionary costs (eg day trips, school camps) and whether any specific health insurance policy is required. St Mary's school insurance policy covers students whilst on exchange, and the policy is usually accepted by all our partner exchange schools. Mrs Gracias or the School Accountant, Mr Palmer, can provide a copy of St Mary's Certificate of Insurance and Mr Palmer can assist you with any claims.

Responsibilities as a Host Family

Once the school has been advised of who will be coming to St Mary's from your exchange school, you will be put in touch. We ask that you and your parents email your exchange student and her family and begin building a positive relationship with them. Things to discuss will include flight bookings, airport pick-ups, what kinds of activities you are planning for her stay, what she should bring with her, any medical or dietary requirements and more. Don't forget to email photos of yourself and your family – this will also help you to recognise each other at the airport.

When your exchange student arrives in Perth, please be in good time to collect her from the airport. She will normally stay with you and your family until it is time to move into the St Mary's boarding house. For home-stays, the student will be staying with you throughout her exchange.

Where students are coming into boarding, during the afternoon prior to your exchange student commencing school, you should bring her into the boarding house so she can unpack and settle in.

School uniform

Exchange students wear the St Mary's school uniform during their exchange. For girls here during summer (Terms 1 and 4), your exchange student will need to purchase her own white ankle socks and also bring her own swimming costume. In winter, (Terms 2 and 3) she must purchase her own stockings, school tie and scarf. These purchased items may go onto the exchange parents' school account.



Please phone Mrs Shurman at the Uniform Shop on 9341 9143 to organise a suitable time to have your exchange student fitted with her uniform prior to her first school day. You may even have some spare items of uniform to loan to her. Exchange students are permitted to wear their own school shoes, if they are suitable, and have been asked to bring them along. School shoes may be borrowed from the Student Services desk in Administration (upstairs) but supplies are limited.

Uniform items are supplied from good second-hand stock, where available, or purchased new. If purchased new, please advise Mrs Shurman that the item is for an exchange student and the cost will be allocated accordingly. Only personal items, as previously mentioned, will need to be paid for.

Please return all borrowed uniform items, laundered and pressed, to the school uniform shop after the student has returned home (except for the personal items purchased). Borrowed school shoes should be returned to the Student Services desk in Administration.

On the first day your exchange student commences at school, it is important that you introduce her to Mrs Tudball, Mrs Darby, Mr Thompson and Mrs Gracias. Mrs Gracias will welcome her to St Mary's and give her a welcome pack, including a timetable, school diary and Smart Rider card. You will need to take her to the IT Helpdesk to borrow a laptop computer or, if she has brought her own laptop, to have it linked to our school network and be allocated log-in details.

Over the first few days please ensure your exchange student meets Mrs Haak, Ms Herron and one of the school psychologists. Please go with her to the Marketing Department and ask for your photos to be taken. You must be neat and tidy and wearing your summer or winter uniform.

Your exchange student will follow you to your classes for the first timetable cycle and may then select her own optional subjects (timetable permitting). You should take her to see Mrs Darby on the last day of the 6-day cycle, should she wish to select her own option subjects.

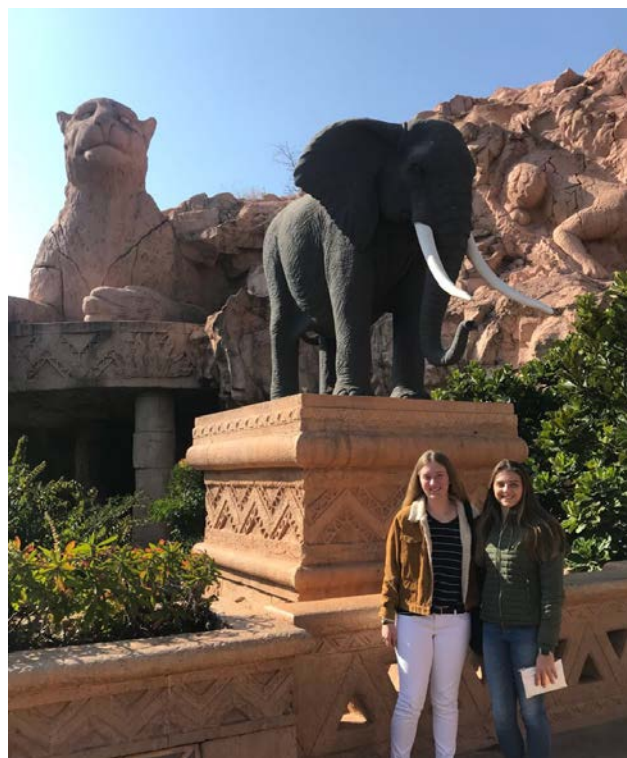
Expectations of, and advice for, St Mary's students whilst away

(See also "Expectations of, and advice for, St Mary's host students and their families.")

As an exchange student it is expected that you will:

- take the initiative to consult your teachers before you depart with regard to the Year 10 St Mary's work that you will miss whilst on exchange, and also meet with Mr Thompson to discuss academic arrangements. It is expected that you will take some St Mary's school work with you. St Mary's work that needs to be done while on exchange is typically in Mathematics, Science and LOTE. Doing so requires dedication and organisation. You may communicate with your teachers through email and via the school portal to gain additional support whilst you are away.
- email Mrs Tudball, Mrs Gracias and Mr Thompson during your first week on exchange to let them know that you have arrived safe and well. Then send them occasional emails (with a photo or two) during your stay.
- be a good ambassador for St Mary's. You will be representing St Mary's and Western Australia and will be a guest at your exchange school and with your host family. Exemplary behaviour is therefore expected at all times.

- attend and be fully involved in all scheduled classes and do the academic work assigned by the exchange school. Also, be an active participant in the co-curricular life of the school.
- be sensitive to the cultural environment in which you are living.
- observe the dress code, code of conduct, and rules of the school and boarding house.
- be bright and cheerful in all that you undertake. This is a great opportunity to make lots of new friends.
- when staying with your host family, help around the house - make your bed, help with the dishes, do your own laundry. Be supportive of the family and abide by their house rules.
- try to get to know all the members of your host family and be involved in family outings and celebrations as much as possible.



- **If you are considering taking part in any activities during your leisure time where there may be a higher injury risk of personal injury**, you are advised to, at the very least:
 - seek parental permission beforehand;
 - ensure your host family also approves of the activity and preferably will accompany you to supervise;
 - ensure the organisation providing the activity is registered, has a sound reputation and public liability insurance; and
 - ensure the weather on the day is appropriate for such an activity.
- **The use of alcohol or drugs is strictly prohibited** and would result in you being sent home at an additional cost to your parents.
- **be aware of your personal safety at all times** and know who to contact if assistance is needed. Carry with you the mobile phone numbers for your host parents and one or two exchange school representatives, as well as your parents.

If you enter the exchange programme with an open mind you will find yourself willing to learn more from the experience. Be positive from the outset and your exchange experience will undoubtedly be a success.



Be cheerful and friendly in your demeanour and always be interested and excited by the many different experiences that you will have whilst living as a student overseas.



Participate fully and try new experiences - new foods, new sports, new events, new school subjects. Remember that the eating habits of other people in different countries may initially seem unusual or different. Try to accept and embrace these differences but discuss politely with the host family or boarding house if you are finding the food difficult. If you have food allergies, advise your host family and the school ahead of time and be extra careful during your exchange about what you are eating. Carry any prescribed medication.

Your behaviour with your host family should be governed by their rules and expectations at all times. The host parents will have full authority for your care and safety since they are responsible for you during your visit. Try to fit in with their requests as much as possible and respect their values and beliefs whilst also staying true to your morals and values.

You should make your own bed, keep your room neat and tidy and ask before using the host family's telephone or computer. Offer to help with additional household chores, just as you would around your own home.

Try to spend time with other people as well as your exchange partner to widen your friendships and exchange experience.

You are expected to use common sense and be respectful of the rights and opinions of others - their views and ideas might be different from those you have experienced within your friendship groups at St Mary's.

Before you go on exchange, do some reading and background research into what you might expect at the school. What is the school like? How many students does it have? What is the campus like? And the local town? Try to involve your whole family in this research since then everyone will understand your exchange partner a little better and also have an idea of what adventures you might have whilst away.

Whilst on exchange you may be asked to speak at an assembly about St Mary's and your exchange experience. Try to think about this early so that you do not leave the planning of such a speech until the last minute. It is a good idea to prepare a PowerPoint presentation about St Mary's and Perth before you leave home. You should brush up on information regarding our history, population, traditions, etc.

Returning home might be difficult as you settle back into the normal routines at St Mary's. Think about the positives of St Mary's and what you love about the school and start telling your friends, in small doses, about your amazing experiences. Perhaps create a report about what exchange life was like for you, thinking about the differences between St Mary's and your exchange school. It will be useful when it is your turn to help next year's Year 9s decide if they want to go on exchange the following year.

Overall, the greater your efforts, the richer your experience will be. The exchange experience changes everyone - revel in that change and growth and you will most certainly have an experience of a lifetime.

Westover Exchange

St Mary's students going on exchange to Westover School will be part of a group of international exchange students arriving there around the same time. Many of these international students do not have host families so all exchange students (including our St Mary's girls) are accommodated in their boarding house during term time. It is through the boarding house, the classroom and international office that most of the activities and excursions are organised. You may find there is less involvement from your Westover host family if they live quite far from the school. However, our girls who go to Westover enjoy meeting and making friends with other girls from around the world.



Your Safety and Well-being

It often takes time to settle in and become familiar with the routines of your host family and exchange school but be patient and you'll soon feel more at home. It is normal to feel homesick at some point whilst you're away. Try to keep a travel journal since this will allow you to look back on good times when you are feeling sad. Communicate with your family often and take some photos of family and friends with you.

As you're out of your usual environment, it is important to be more alert and aware of your surroundings for your personal safety. **Don't go out alone or put yourself in unnecessary danger.** Protect your privacy and make sensible decisions. If something doesn't feel right, say "no" and remove yourself from any difficult situation. Take care when out of school, paying attention to your surroundings and being extra careful when crossing the road - the traffic may be coming from the opposite direction than you are used to.

Do not hesitate to seek support or advice. There will be many adults to whom you can turn - host parents, head of boarding, head of year, exchange co-ordinator. If you are seriously worried about something or have concerns, contact your own family, who will then contact Mrs Tudball.

Keep your valuables in safe places and don't travel with expensive items you don't need. When travelling, keep your passport, ticket, purse and phone in a bag that closes securely. Don't leave your bags alone, undone or on the back of your chair at any time.

Whilst on exchange, you might want to leave your travel documents with your host parents or with the boarding house staff (if you are boarding) for security. For spending money, use a debit card and don't carry large amounts of cash around.

If you should lose something valuable, let your host family and parents know. It's advisable to leave a copy of your travel documents at home with your parents.

Advice to Parents of Exchange Students

A meeting will be arranged at the start of the year with last year's exchange families and this is an ideal time to ask all the questions that only someone who has experienced the exchange can answer. Practical issues such as money, packing, gifts, travel and visas can be clarified. It might also be an opportune time to obtain their contact details so you may contact them later if needed. For girls going to Havergal College in January, a meeting between exchange families will be arranged in Term 4 of Year 9.

Try to make contact with your daughter's host family as early as possible, to build a relationship with them before the first exchange. Discuss any health or dietary needs, meeting the girls at the airport and possible sightseeing plans. It is very reassuring for each girl's parents to know that their daughter will be well looked after during her exchange.

It is important that you are fully involved with the exchange programme since this ensures its success. Discuss with your daughter about how to manage new situations and experiences. Support her in finding out some of the cultural and social differences that she might encounter on exchange, and think about how you are going to manage communication with her whilst she is away. Discuss her well-being and safety, your values and beliefs, and your expectations of her whilst she is away. Let her know that if she feels homesick, she can contact you, her host family, the exchange school coordinator, St Mary's psychologists or Mrs Gracias for help.

It is recommended that your daughter does not take with her anything of high value that is not needed, and that she keeps her travel documents, laptop computer and money/debit card in safe places, and leaves a copy of her travel documents at home with you. Ensure that she carries her laptop computer in an appropriate bag and takes it fully charged ready to show airport security if asked. Talk to her about navigating airports – the security checks, passport control and transferring to connecting flights.

It is important that parents keep in touch with their daughters whilst on exchange (as will St Mary's) and report any major concerns to the host family, the exchange school coordinator or Mrs Gracias.

Mrs Tudball, Mrs Gracias and a school psychologist, will meet with each exchange student prior to her departure to ensure that she is ready and prepared to go. Matters discussed include her safety and well-being, getting used to living in a new environment and making new friends, abiding by St Mary's Code of Conduct and the rules of her exchange school, maintaining her privacy and keeping her valuables safe, seeking help when needed. She will be given an additional copy of this *Exchange Handbook* to carry with her.

Be prepared for a period of re-adjustment when your daughter returns from exchange. Change and growth often accompany any exchange experience and she will come home with some new ideas and also much excitement about her many adventures.

Travel Arrangements

Booking flights

It is the responsibility of parents to make the travel arrangements, ensure that their daughter has a current passport (not expiring earlier than at least six months from the date of her return to Australia) and apply for any visas required.

Once your daughter's exchange dates have been confirmed by Mrs Gracias, and you have discussed the arrival and departure dates/times with the host family (where possible), you may go ahead and book the flights. If more than one student is travelling to an exchange school, it is expected that they should travel together. If this is not the case, please discuss this with Mrs Gracias prior to booking.

Note that the policies relating to unaccompanied minors and the services provided by the airlines vary from one carrier to another. Please check with the airline/s you are intending to use, prior to purchasing tickets, as it might have an impact on your decision-making; eg whether the airline permits an unaccompanied 15-year-old to transit connecting flights alone. Please contact the airline directly or seek advice from your travel agent. Mrs Gracias is happy to recommend a reliable travel agent should you need one.

Once the travel itinerary has been finalised, please email a copy to the host family and confirm the airport pick-up arrangements. Please also send a copy to Mrs Gracias, who will share it with your daughter's exchange school. Where host families are not available to meet students at the airport, the exchange school will send a representative. Badminton School sends a school bus to Heathrow airport and advises specific travel dates and times to fit in with their returning boarders. Westover School sends a driver to JFK International Airport and will advise the details of this person. Your daughter should carry with her the contact phone numbers for her host family, her parents, her exchange school co-ordinator, and Mrs Tudball.

Visas

Depending on the nationality of your daughter and the country she is exchanging to, in most cases, a visitor's visa or travel authority is all that's required. This is because the exchange is for less than 90 days, is for cultural purposes and your daughter will not be formally enrolled at her exchange school.

It is advisable to apply for visas and travel authorities through the official government websites, as agencies will add extra fees, may not provide the right advice and the process could take longer.

Tip: If your daughter is exchanging to Havergal College in Toronto, you may also consider apply for a US visa-waiver, as the host family may take her into the United States on a sightseeing trip.

Immigration requirements

Many countries have become stricter with their immigration guidelines, so it is advisable that your daughter carries a copy of her letter of invitation from her exchange school and the letter provided by St Mary's, giving details of her exchange and hosting, to show officials on arrival.

South Africa

There are very specific guidelines to be followed for unaccompanied minors travelling through South Africa. See the advice provided by South African Department of Home Affairs at:

<http://www.dha.gov.za/index.php/statements-speeches/621-advisory-new-requirements-for-children-travelling-through-south-african-ports-of-entry-effective-1-june-2015>

For South African immigration, you will need to liaise with your daughter's host family to receive (and provide) the travel documents required by your daughter and her exchange partner.

Insurance considerations

All students must have the appropriate travel and medical insurance in place prior to departure. A discussion with previous exchange families can help clarify what is necessary for each exchange school. Also think about what activities your daughter might take part in whilst away. St Mary's school insurance continues to cover exchange students whilst on exchange. However, parents should refer to the Certificate of Insurance (available from Mr Palmer, School Accountant, or Mrs Gracias) for details of the cover provided. Note: St Mary's insurance policy will not cover students taking part in risky activities, eg bungee jumping, off-piste skiing, riding in dune buggies, flights in private planes, etc. or for any family holidays taken before or after the exchange.

St Mary's Insurance

Emergency Contact Card

Policy No: 47-ZAH-4203-01



The image shows a card for BHSI Care and Concierge. The card has a dark blue header with the text 'BHSI Care and Concierge' in white. Below the header, the text 'Emergency Assistance Number' is in blue, followed by the number '+61 2 9119 6366' in large black font. Below this, it says 'Emergency line available 24 hours / 7 days for emergency travel, medical and security assistance.' in grey. Then, 'SMS: +61 416 906 429 (SMS message)' and 'Email: bhsi@dynamiqassist.com' are listed in blue. At the bottom, there is a logo for 'Dynamiq' with the tagline 'Creating a safe and resilient world'.

What if something goes wrong?

If something goes wrong whilst you are away from home, try to work things out for yourself first. However, do not hesitate to contact the exchange co-ordinator at your host school if you are unsure of how to manage a situation. You may also speak to your host family or the appropriate school staff. The next step is to talk to your parents or Mrs Tudball. Above all, don't worry, as no problem is unsolvable! Remember that your time on exchange will go quickly so don't leave a problem too long to be fixed.

What to Pack



Parents, try to convince your daughter to pack half of what she thinks she needs. She may purchase a lot overseas and therefore needs to leave some room in her suitcase. Discuss the luggage allowance and needs with the family who have recently had daughters at the same exchange since this will usually be the best advice. The girls will also need hand luggage and bags to be used at the schools.

At some schools, St Mary's girls will wear their own school uniform and at others they will wear the uniform of their host school. If there is no school uniform they must follow their school's dress code. If you are taking your St Mary's uniform, make sure all items are clean and tidy and fit you well and your shoes are polished. The St Mary's school uniform should always be worn correctly.

Research the local climate before departing and talk to your host family or previous exchange student about the school's expectations and guidelines. Seek advice from your host family as to whether there is anything particular that they suggest you take with you – they may have made plans that require you to have certain clothing.

Make sure you have your electronic ticketing, visa, travel and medical insurance details, passport, letter confirming your exchange, and some foreign currency before you leave home. You can usually check-in online and print out your boarding pass 24 hours prior to your departure.

Take a file with paper, pens etc, which you can take to each class. You should also take a travel journal so that you can make notes about the many exciting experiences that you will have.

You will need sufficient pocket money to cover personal expenses, gifts and special excursions. Divide your money up evenly over the time that you are away to ensure that you do not spend it all at the beginning. Decide upon an acceptable amount with your parents.

You may need to take your laptop computer so you can keep up with any required St Mary's studies whilst away – and you can keep in touch with your family at home. Make sure you pack your laptop in a suitable computer case, which will be part of your hand luggage, and be prepared to take it out to be inspected when going through airport security.

Find out from your mobile phone provider how to use your phone whilst in the country you are travelling to, without coming home with a huge bill. Please also see the ACCC consumer advice and tips at: <https://www.accc.gov.au/consumers/internet-phone/using-your-mobile-overseas>

Take a travel adaptor (or two) so that any electrical items that you take will work. Take a small gift for your host family and something for your exchange school. These might be souvenirs of Perth or of St Mary's. Ask Mrs Gracias if you are unsure of what to purchase.

Take with you some photos of your home, family, friends and school to show your exchange student and host family. Don't forget to take your camera!



After your exchange

- You should make an appointment to meet with Mrs Tudball and Mrs Gracias to chat about your exchange experiences. You should also see Mr Thompson in the Year 10 office.
- Mrs Gracias will email to you a survey requesting feedback on your exchange. This will help us to know what went right for you and highlight anything that may need to be improved or changed for future exchanges. She will also ask you for some photos which may be used for school publications, exchange handbooks or slide-show presentations.
- Some exchange students will be asked to write a short article about their exchange for *NewsLink*, *Fideliter* or *Almerta*.
- The following year, Mrs Mendano may ask you to speak to the Year 9s at a year meeting about your exchange destination, and what it meant to you to have experienced an overseas exchange. She may also ask you to present a PowerPoint presentation. This helps the Year 9s to decide on whether to apply for an exchange and encourages the programme to continue to flourish.
- Once the new exchange students have been selected, you will be invited to attend an information session in February to share your experiences and bring along your photos. Your attendance is greatly appreciated by the school and the new exchange students

When it's your turn to host

Expectations of, and advice for, St Mary's host students and their families

Host parents are expected to collect their exchange student from the airport on her arrival and see her safely depart at the end of her stay. You will act 'in loco parentis' during her exchange and are expected to accept the exchange student as a member of your family.

As host to your incoming exchange student you should make her feel welcome. Introduce her to your friendship group and support her as your 'buddy' in your classes. Also, introduce her to your teachers. Make sure she is not on her own during breaks and that she feels at home.

Participation in a student exchange should be a memorable and rewarding experience. Make sure you are prepared as an ambassador of St Mary's and know sufficient detail about our school, Perth and Western Australia before your exchange visitor arrives. Think outside the box with regard to new and different places to visit to enrich the experience of your exchange student. Remember that she also wants to experience the Australian family lifestyle, and therefore a BBQ on the beach may be a fun and different experience for her. Try to plan some weekend adventures before she arrives.

As the exchange student is part of your family, most host parents pay for any meals or admissions for students while on family outings or for public transport to and from an event (this will usually be reciprocated when your daughter is hosted).

Your exchange student will be issued a Smart Rider card for transport and to use in the school canteen and library. Host parents are asked to provide funds on the card to a reasonable amount. The student, however, should have her own money for personal needs, extra trips and gifts.

Exchange students are not permitted to do things on their own, such as going out in the evenings, and any activities would always require the host family's permission.

With regard to curfew requirements, household responsibilities and rules for attending parties or outings with friends, you should treat the exchange student as one of your own children and make these decisions accordingly. If a student is difficult and refuses to accept your house rules please contact Mrs Tudball or Mrs Gracias. It is best to advise the school early where there is a problem.

Host families are asked to make available reasonable use of telephone, email and internet facilities for the exchange student during their stay with them.

Homesickness is often a distressing time for the exchange student but can usually be overcome by care and compassion. The school psychologists and boarding staff are experienced in dealing with these concerns so please ask them for support should your exchange student be struggling.

When it's time for your exchange student to return home, please check her flight details and ensure that she has her ticket, boarding pass, passport and belongings ready in good time for departure. It is also a good idea to check her luggage allowance and ensure that any excess baggage is considered prior to departing for the airport.

Procedure for absences

If your exchange student is unwell or has an accident, please advise Mrs Campbell (Head of Boarding), if she is a boarder. If she is home-stay, advise Ms Herron (Dean of Students) and follow the usual procedures as you would for your own daughter's absence. In the event of illness, you are expected to act on behalf of the exchange student's parents. Extra loving care is always needed if the exchange student is unwell and away from home.

There may be an occasion where you would like to take your exchange student and your daughter out on a school day for sightseeing, a long weekend away or a special outing. A request of this nature should be made in writing to Mrs Tudball, Ms Herron or Mrs Gracias PRIOR to the day in question. Please note that multiple requests for this type of absence may not be approved.



Exchange Students and the Boarding House

We encourage parents to take the exchange student home for the first few nights to allow her to rest fully and get to know the family before entering the boarding house. This provides an easier transition and adjustment into the St Mary's family. The timing is dependent upon her arrival date but most students who are boarders would come into the boarding house at the start of the school week. The boarding house is open after 3.00pm on the first day of each term to welcome the girls.

She may be in a shared room environment in the boarding house during the week and resident with your family most weekends. At the weekend, it is expected that you will take responsibility for your exchange student as though she were a member of your own family. Try to make contact early with her parents to clarify any health, dietary or behavioural needs and feel free to discuss these with the school nurse should you have any concerns.

It is generally expected that exchange students attend school on school days during the duration of their exchange. Boarding school rules and procedures apply, and any special permission would need to be discussed with the Head of Boarding or the Principal. Most things are possible as long as there is communication with the boarding house for any leave during the week to accommodate special outings or shopping trips in the evening.



You will be her guardian during her time in Perth and therefore it is essential that you let the boarding house know of all arrangements that you make for her during her stay – via email: boarding@stmarys.wa.edu.au or through direct contact with Mrs Tina Campbell by phone: 9341 9201 or mobile: 0407 476 343.

Any problems that your exchange student has within the boarding environment should be discussed with Mrs Campbell or a school psychologist.

All bedding will be supplied by the boarding house and uniform items are available from the school uniform shop.

Please email all leave requests for your exchange student to boarding@stmarys.wa.edu.au by 8.30am on the Thursday before the weekend leave. Weekend leave commences from 3.35pm Friday to 8.00pm Sunday, or 7.00pm if there is a Boarders' Chapel scheduled. Chapel dates are in the school diary and exchange students are expected to attend these services. All leave for your exchange student will require your approval and you will need to sign her in and out from the boarding house office when taking her from and returning her to school. If your daughter catches a bus to and from school and you wish the exchange student to do so, you will need to advise us of this via the leave request. Approval may be obtained via email or faxed parental leave form available on the School's website in the boarders' section.

Special leave may occur Monday to Thursday after school and as her guardian you would be expected to complete a green special leave form for these occasions. The forms are available on the school's website as well as from the boarding house reception. Any leave during school hours requires the permission of the school, and such requests must be made to Ms Herron.



Your exchange student may be in or out of Anne Symington House whenever it is convenient for you as long as the school is aware of where she is, and you and your daughter are happy with the arrangements.

Your exchange student and your daughter may join in the boarders' weekend recreational activities. The recreational schedule for the term is published at the start of each term and is available on the School's website under the boarding section. It is also available from the boarding house office. Any events the exchange student participates in that involve a cost will be charged to her school account.

Any special dietary needs or food allergies can be accommodated on arrival, with full written details of their daughter's specific needs being provided by the exchange family. This will be passed onto our Head Chef, Mr Eric Barlette.

Rooms for exchange students are allocated at the beginning of each term, usually in a shared-room arrangement. The rooms have reverse cycle air-conditioning, a bed, wardrobe, chest of drawers, a desk and a chair. All rooms have pin-up boards which the girls often cover with a multitude of reminders of home and this might be something your daughter encourages the exchange student to bring with her.

Contacts at Anne Symington House

Any questions regarding boarding should be made directly to Mrs Tina Campbell, Head of Boarding.

Mrs Tina Campbell - Head of Boarding

Available 8.00am to 8.00pm, Monday to Friday, and in all emergencies

Phone: 0407 476 343 or 9341 9201 (from overseas +61 407 476 343 or +61 8 9341 9201)

Email: boarding@stmarys.wa.edu.au

Mrs Kathryn McLean - Boarding Administrator

Available 8.30am to 4.30pm, Monday to Friday

Phone: 9341 9200 (from overseas +61 8 9341 9200)

Email: kmclean@stmarys.wa.edu.au

Answers to Frequently Asked Questions

This is a general guide only. Your exchange school, host family or the family of last year's St Mary's exchange student will be able to provide you with more detailed information.

Boarding or home-stay?

Will my exchange be home-stay or boarding?

You will be advised as early as possible whether you will be home-stay or board at your exchange school. At St Mary's, if you are a boarder your exchange partner will usually stay in Anne Symington House. If you are a day girl, she will likely live at home with you and your family.

Text books

Do I need to purchase school text books at my exchange school?

Text books are usually loaned to you by your exchange school for the duration of your stay.

Academic studies

Will I need to keep up with my St Mary's subjects whilst I'm away?

You should speak to your teachers and in particular, the Head of Year 10 (Mr Thompson), Head of Mathematics (Mrs Scott), Head of Languages (Mrs MacRae), Head of Science (Mr Smith), and Head of English (Ms Richards) about work that needs to be completed whilst you are away. Make sure that you take with you any text books required and your laptop computer and make a note of your teachers' email addresses, so you can keep in contact. If you are away during Work Experience Week, you should arrange to do your work experience at another time.

Uniform

Which school uniform will I wear whilst on exchange?

This depends on the exchange school you are visiting and is a good question to ask Mrs Gracias or the student who went to your school last year. In many cases you will wear your St Mary's uniform whilst on exchange. Remember to make sure that your uniform is in good order and fits you well before you pack it for travel. Whilst away, wear your uniform neatly and correctly and don't mix and match summer and winter pieces. Keep your hair tidy, don't wear makeup or nail polish and limit your jewellery. Note that seasons are reversed in the northern hemisphere and climates vary. Some schools don't require students to wear a school uniform but they usually have a dress code. In this case, please take with you appropriate clothing for your exchange ensuring that you are neat and tidy and present appropriately – no skimpy clothing, ripped jeans, makeup and the like.



Visas

Do I need to apply for a visa?

Depending upon your nationality, the school you are attending and the immigration regulations of the country you are visiting, you may need to obtain a visa or travel authority. See section on visas on page 15 of this Handbook. Your exchange school can provide you with the correct advice and both schools will assist with letters and any documents required. Note: for students travelling to South Africa, there are also strict immigration guidelines to be followed. Mrs Gracias will provide you with the relevant information.

Health and Travel Insurance

Do St Mary's students need to take out health and travel insurance?

It is important that St Mary's students have adequate travel and health insurance for the duration of their exchange. Mrs Gracias will advise the extent of cover provided under St Mary's school insurance policy and will be able to provide you with a copy of the Certificate of Insurance. Parents should check with their insurance company or travel agent about the most appropriate policy for the country of their daughter's exchange school and decide whether or not they should take out additional cover. Some exchange schools require proof of health insurance prior to the exchange. At Westover School (USA), they ask you to take out a health policy through their preferred provider and will send you the relevant details. However, as St Mary's insurance policy has a claims office in the US, our cover is usually accepted by Westover. In New Zealand and the UK, there may be reciprocal medical agreements with Australia - check with your health insurance provider. Please also read the section, '**Insurance Considerations**' on page 16.

Gifts

Should I take any gifts with me?

Yes, it's a good idea to have a gift already purchased and wrapped that you can give to your host family, and one for the school's Principal. Where more than one student is travelling to a school, the girls can purchase the Principal's gift between them. They will be delighted to receive something from your home country. Gifts could be purchased from the St Mary's uniform shop or objects indicative of or unique to Western Australia; they should not be expensive. You can also ask for copies of *Fideliter* to take with you for the school.

Airport pick-up

Who will collect me from the airport?

You must confirm with your host family well ahead of time to make sure that they will pick you up from the airport on your arrival. Exchange photos beforehand so you can easily recognise each other at the airport. Email your flight details to your host family and to Mrs Gracias at St Mary's, who will forward a copy to the exchange school. If your host family is not in a position to collect you from the airport, your host school will arrange for someone to collect you. Make sure you know the name of this person and ask for photo ID. Take contact details for them and the exchange school with you so that if something goes wrong you have a person to call.

Comments from previous St Mary's Exchange Students



"I went to Havergal College in Toronto, and to say that this was one of the best experiences of my life would be the biggest understatement! I had the most amazing exchange partner, who I got along with really well, and I met so many other girls in boarding from all over the world - Mexico, America, China and Kayman Islands. I was able to see all the touristy things in Toronto as well as Niagara Falls, and spent Easter with my exchange partner's family."

Tara Elders on her exchange to Havergal College, Canada, 2018

"Exchange was 100% the best experience of my life so far. It taught me independence and how to be adaptable in difficult situations. I would recommend it to everyone going into Year 10. My exchange was an all-round amazing experience and I wouldn't trade it for anything in the world!"

Lauren Costantino on her exchange to Wycombe Abbey School, UK, 2018

"Exchange is truly one of the best things I have ever done. I have made amazing friends that I will keep in contact with for a long time. Collegiate was so fun and different from St Mary's, which made my experience better than I ever thought it would be. South Africa is amazing, and I would highly recommend going there on exchange because it is completely different from Australia and is so unique. If you get the opportunity to go on exchange, I would highly recommend it."

Caitlin Annand on her exchange to Collegiate Girls' High, South Africa, 2018

"Exchange has been honestly the best experience, decision and opportunity that has come up in my life so far. Going on exchange to Bruton School for Girls, I gained independence and knowledge, and it opened my eyes to see what the world is like on the other side of the world. I have made endless and unforgettable friendships that I will cherish forever. I made the best friendship with my exchange partner and it's always nice to know that you have a best friend on the other side of the world. Without doubt, I would definitely recommend exchange to younger students, as it's been unforgettable and life-changing for me and I have never regretted applying. So, don't hesitate and put yourself out there because you will have such an amazing experience."

Phoebe Lewis on her exchange to Bruton School for Girls, UK, 2018

"Anyone thinking about exchange should go for it! My exchange was so memorable and an incredible experience that I will never forget. The Singapore exchange is only short but very fast-paced - you do and learn so much that you wouldn't ordinarily. I loved the food, culture and city of Singapore but I especially love the new friendships I made that will last forever."

Emily Stout on her exchange to St Margaret's Secondary School, Singapore, 2018

"Exchange was the most amazing experience of my life and one I will never forget. I have made so many life-long friends who I keep in contact with, and I benefitted from the programme immensely. Exchange is a great programme to lift your confidence, to have some fun, and to help you learn how to handle good and bad situations on your own. You learn so much from being in a different country and being surrounded by different cultural experiences. I would highly recommend exchange to anyone who is interested in doing it."

Stella Banfield on her exchange to Havergal College, Canada, 2018

"Exchange can have its ups and downs but overall is very rewarding."

Rebecca Gibb on her exchange to St Margaret's College, New Zealand, 2018

"Going to Bridge House School was one of the best experiences of my life. I loved every moment, from meeting so many new people, who I am keeping in contact with, as well as exploring a new country and visiting many different places that taught me so much about the South African culture. I am so grateful for the amazing experience and would strongly recommend exchange to all girls in the future."

Emily Kenagy on her exchange to Bridge House School, South Africa, 2018

"Going on exchange was honestly a life-changing experience and it has truly been a highlight of my life. When all the girls say you won't regret signing-up they mean it! It's such a unique experience and you may never have an opportunity like it again. Going to another school with a different culture is amazing. I went over with an open mind and came back so happy because I had experienced so many things and benefitted from exchange in so many ways. Every exchange trip is different but that's what makes it so amazing and you will come out of it having many life-long friendships and being so grateful."

Ellen Bermingham on her exchange to Wycombe Abbey School, UK, 2018

"I absolutely loved my experience and have learnt so many life skills I'll use again. I highly recommend exchange, and while homesickness really did affect me terribly, the good outweighed the bad by far."

Georgia McKerracher on her exchange to Badminton School, UK, 2018

"My exchange experience to Westover School was hands down the best thing I have ever done. The school was so welcoming and the friendships that I made with the girls there will last a lifetime. I am so grateful for being given the opportunity to try something that was out of my comfort zone. I made so many memories and experienced so much, it was a trip of a lifetime!"

Georgie Crichton on her exchange to Westover School, USA, 2018

"Exchange was truly an eye-opening experience and one that I will never forget. This amazing opportunity gave me the chance to immerse myself in an entirely different culture."

Stella Hitsert on her exchange to Badminton School, UK, 2018

"I thoroughly enjoyed my time at Laurel School and made so many life-long friends. I got to see and experience so many amazing things I'll never forget. I'm so grateful for the wonderful experience and feel so lucky to have so many amazing new friends on the other side of the world."

Bree Northey on her exchange to Laurel School, USA, 2018

"I think exchange is a once-in-a-lifetime experience that has multiple advantages. By going on exchange, you become more independent and I think anyone can benefit from that because it helps prepare you for when you become an adult. You also make friends that you keep in touch with even after your exchange is over, and these can include people also on exchange at that school. I became friends with girls from Germany, Hong Kong and Argentina. You also get to know what it's like to live in another country. Although Canada is very similar to Australia, it also has many differences. To go somewhere and understand what life is like for someone else I feel is very important and exchange helps you do that."

Ella Nelson on her exchange to Havergal College, Canada, 2018

"Exchange was an amazing experience that broadened my horizons and made me realise just how big the world is."

Adele Nicholl on her exchange to Saint Mary's School, USA, 2018

"Exchange to Uplands College was one of the most unforgettable, best experiences ever! South Africa is such a beautiful and eye-opening place and I am so glad I had the chance to go. I made so many amazing memories and friendships that I will never forget. Exchange helps you grow as an individual and experience once-in-a-lifetime opportunities that you wouldn't be able to have at home. If anyone is thinking of going on exchange to Uplands, I really recommend you just do it because it was definitely the best decision I ever made!"

Emma Smith on her exchange to Uplands College, South Africa, 2018



"Exchange was truly the best experience of my life. I made so many friendships and have so many amazing memories that I will never forget. This trip was certainly a once in a lifetime opportunity that will stick with me forever. Most importantly, I made a best friend for life and I can't wait to go back next year!"

Jessica Arnold on her exchange to Samuel Marsden Collegiate School, New Zealand, 2018

"I have become more independent and learnt to meet new people and become familiar with a different culture. Even if you don't get along with your exchange partner, find other people that you do get along with, as it will help."

Eve Wasley on her exchange to Laurel School, USA, 2018

"Exchange has made me more resilient and more grateful for my family, home and friends. It was made all the better because of my exchange partner and the strong friendship we formed."

Indigo Browne on her exchange to Westover School, USA, 2018

"Exchange was the most amazing opportunity. I had the time of my life and made so many incredible friends and memories I will cherish forever!"

Isabelle Kris on her exchange to Stanford Lake College, South Africa, 2018

"Going on exchange to Havergal College was an unforgettable experience that has opened my eyes to the world and given me a taste of what life is like in another country. I have gained confidence and independence after travelling on exchange, and I will never forget my amazing experiences in Toronto. I made endless memories as well as amazing new friendships, and a new sister. I definitely recommend applying for exchange as everyone's experience will be a different yet unforgettable one."

Daisy Elliott on her exchange to Havergal College, Canada, 2017

"I loved exchange so much and my exchange partner and I became like sisters and will keep in contact with each other forever. If you are thinking about doing an exchange don't hesitate because you will love every moment."

Jessica Crowley on her exchange to Bruton School for Girls, UK, 2017

"Going on exchange was the best experience ever and I truly enjoyed every second I was in South Africa. South Africa is an amazing place and it was so much better than I thought it would be! Exchange is a life-changing opportunity and you will not regret applying."

Eva Kneebone on her exchange to Collegiate Girls' High, South Africa, 2017

"Everyone should jump at the opportunity to experience a new culture or a new place on exchange because you never know if you'll ever get the chance to travel there, and you will certainly not get the same chance to study there and be a part of a different family. That uniqueness is something that should encourage anyone to go on exchange."

Wini Taylor-Williams on her exchange to St Margaret's Secondary School, Singapore, 2017

"Exchange allows you to truly immerse yourself in a new culture. It is an eye-opening experience that is nerve-racking, awe-inspiring and just truly incredible. I was given the opportunity to develop a global network with people across the country and gain a new sister, who I will cherish forever. I got to see and do things I would never have done if I hadn't gone on exchange."

Jessie Stewart on her exchange to Uplands College, South Africa, 2017



"I enjoyed my exchange so much! I had the best time and met some amazing people! I went to Bruton School for Girls and was a boarder. I'm not a boarder in Australia so I really benefited from that. On the weekends, I either got to go home to my exchange partner's house, go on a trip with my host family or stay at the boarding house. I saw London, Brighton, Oxford, Bath and Yeovil. I really benefited from this exchange because I got to see what families and schools do differently from Australia."

Tyla Durell on her exchange to Bruton School for Girls, UK, 2017

"Exchange was definitely the best experience of my life! The people I met and the places I got to see were just incredible! Step out of your comfort zone, join those random clubs, play a sport after school, just do it because it's an experience that you will never, ever forget!"

Madi Seth on her exchange to Saint Mary's School, USA, 2017

"Westover School and my experiences there will always hold a special place in my heart. Exchange for me was a unique experience that allowed me to grow as a person because, I'm not going to lie, it was challenging. Being immersed in a completely new environment and culture isn't easy. However, Westover School and the entire community were so welcoming. For anyone who is interested in the St Mary's exchange programme, go for it! You have nothing to lose by putting yourself out there and applying! It is the most amazing experience and you make good connections all over the world."

Eva Masi on her exchange to Westover School, USA, 2017

"Exchange was incredible, amazing, challenging and worth it! I went to Uplands College, South Africa, and it was the most life-changing experience. I learnt so much about myself, all while having the most incredible time. And I made lifelong friends who I will keep in touch with."

Kiara Jespersen on her exchange to Uplands College, South Africa, 2017

CHECKLIST

Before you go

- On being selected for exchange, students and parents read through the *Exchange Handbook* and confirm in writing to Mrs Tudball their acceptance of the exchange offer by returning the completed *Acceptance of Exchange Placement form and Host Family Agreement form*.
- Students to complete the *Student Information form* and write a letter to their host family.
- Exchange students and at least one of their parents attend the information session in the second week of Term 1 (or in Term 4, for those going to Havergal College in January).
- Prior to hosting, parents and anyone in their household over the age of 18, must complete and lodge a *Working With Children Check* form. Please email a copy of the Post Office receipt to Mrs Gracias (or send her a copy of your current *Working With Children Card*).
- Receive information about your exchange partner and host family from Mrs Gracias. Students and parents should make contact as soon as possible (eg by Skype, phone, email).
- Discuss with your host family your planned arrival and departure dates/times (the dates to be confirmed by both schools), and any special dietary needs, plus tips on what to pack.
- Check your passport is valid and not expiring earlier than six months after you're due home, and apply for your visa/travel authority (if required).
- Book flights and email your itinerary to your host family and to Mrs Gracias.
- Confirm airport pick-up arrangements and carry the mobile phone numbers of those meeting you at the airport.
- Complete all forms required by your exchange school and returned them to Mrs Gracias or directly to the exchange school (copying Mrs Gracias into your email), and also pay any requested pre-payments to the school.
- Parents determine if further health or travel insurance is needed, over and above the school insurance policy. Parents send a copy of the insurance certificate to the exchange school.
- Consult your teachers regarding St Mary's work to be completed whilst on exchange. Make a note of their your teachers' email addresses.
- Create a packing list - you may wish to ask your host family about what to take.
- If wearing the St Mary's school uniform, it should be checked for fit and good repair.
- Organise your spending money on a debit card and carry a little foreign currency.
- Purchase some gifts (not too expensive), for your host family and for the school. Where more than one student is going to a school, purchase the school gift jointly.
- Meet with Mrs Tudball and Mrs Gracias for your pre-departure meeting.
- Pack your suitcase. Take a journal to write about your adventures away.
- Pack your hand luggage, including your laptop, if needed. Ensure you have the contact numbers for your host family, the exchange school and relevant St Mary's staff. Take this *Exchange Handbook* with you, and don't forget your phone/camera!
- Check all your travel documents. Take along a copy of your letter confirming your exchange ready to show immigration on arrival if requested. Complete your online ticketing. Leave a copy of your travel documents with your parents.

Whilst you are away

- Keep in touch with Mrs Tudball, Mrs Gracias and your teachers – this is important!
- Email Mrs Tudball, Mrs Gracias and Mr Thompson to let them know you arrived safely and email again a few times during your exchange to tell them how it's going (attaching some photos if possible). Their email addresses are: jtudball@stmarys.wa.edu.au; lgracias@stmarys.wa.edu.au; ithompson@stmarys.wa.edu.au. Boarders should also email Mrs Campbell: tcampbell@stmarys.wa.edu.au.
- Enjoy your experiences and get involved in all you can. Should you need help or advice whilst you're away, reach out to your host family, exchange school staff, parents or St Mary's staff, who will be happy to provide guidance. Above all, have a great exchange!



After you return home

- Make an appointment through Ms Antoine (PA to the Principal) to see Mrs Tudball and Mrs Gracias, to chat about your exchange.
- Complete the exchange survey emailed to you by Mrs Gracias, and provide her with some good photos (not reduced in size) from your exchange.
- Receive your Exchange Certificate to add to your school portfolio.
- You may be asked to write a short article about your exchange for *NewsLink*, *Fideliter* or *Almerta*.
- If asked to by Mrs Mendano, prepare a brief talk to present to Year 9s, encouraging them to apply for exchange.
- In February the following year, attend the Exchange Information Session to share your knowledge, stories and photos with those going to your exchange school.

Your notes

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St Mary's
ANGLICAN GIRLS' SCHOOL
FOUNDED 1921

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